

Scope of Services Required: NCPC is seeking professional consulting services to support the CapitalSpace Initiative.

Offerors are expected to have expertise in preparing comprehensive or master planning documents for parks and open spaces within urban areas. The contractor must have suitable cross-disciplinary skills to address different park and open space types, including commemoration, views, special streets, recreation, transportation/trails, cultural and historic needs, design, and urban and neighborhood place-making.

Technical skills necessary to produce all deliverables in support of the Initiative, include the ability to:

- Summarize historic context, and identify major systems and relationship of resources to larger regional open space systems.
- Define current conditions in terms of physical parks and open space quality, distribution, quantity, and access, as well as park and open space management.
- Establish parks and open space assets, opportunities and needs and develop into a vision statement.
- Develop parks and open space typologies.
- Establish parks and open space standards.
- Define users and current and future demands for parks and open space.
- Develop use and programming strategies for parks and open space, including active recreational uses.
- Develop strategies for parks and open space to contribute to a sustainable society, including providing opportunities in ecosystem maintenance and healthy recreational activities.
- Develop physical strategies for connecting systems, improving access, and improving the quality of existing and new open spaces.
- Develop priorities for future federal and local investments and actions—including land acquisition, site control and facility and ground improvements.
- Identify appropriate cases studies and models from other areas.
- Develop management, procedural, legislative, financial, and operational strategies to improve parks and open space assets.

As appropriate, the prime contractor may employ various subcontractors with particular areas of expertise to provide technical advice and develop written sections and graphics to be incorporated into the State of the District Parks and Open Space and CapitalSpace documents.

Parks and Open Space Needs/Assets Assessment

The contractor will complete the needs and assets assessment that requires prior expertise in establishing standards, typologies and developing appropriate assessment tools for parks and open spaces that consider both quantity and quality. The consultant must have knowledge of the particular requirements of local parks, national parks and capital cities, including cultural landscapes and commemoration. The ability to use databases and GIS information as analytical tools is critical. This may also require field work or identifying

gaps in available data for NCPC or other partners to develop. This skill set is essential in Task 4 in section C.3.1, and may be needed in subsequent sections to develop strategies.

Design

The contractor must have urban design and/or landscape architecture expertise to provide design strategies to illustrate the various “places” concepts; for example, sensitive solutions to activate historic parks or to enhance environmentally sensitive areas; creative solutions to accommodate recreational uses on federally-owned park sites, or converting existing school yards or brown-fields into park sites; innovative strategies to achieve sustainable designs and practices; and conceptual designs or model projects that illustrate how to create signature, place-making open spaces of the highest quality. This consultant will also develop a design “palette” of approaches to address certain park and open space typologies or reoccurring design issues, such as:

- Preserving and/or restoring historic public spaces and environmentally sensitive areas.
- Addressing conflicts between users.
- Addressing issues that limit use, such as safety or access barriers.
- Greening and providing place-making along streets, trails and in neighborhood open spaces.
- Raising public awareness of systems, including signage and other public information systems, design strategies or other techniques.

Tool Development

The contractor will be required to assist in preparing the appropriate tools to implement the plan, as follows:

- Develop model guidelines, regulatory language, and or legislative language.
- Assess, make recommendations, and provide model approaches for more effective partnerships, management and organization.
- Identify suitable processes for site control, transfers, easements or other land use and real estate tools.
- Identify priority capital improvements.
- Identify existing resources and new opportunities for funding plan recommendations.

Prior expertise specific to local and national park resources, and the unique history and needs of the capital is desirable.

Public Outreach

The contractor is required to present information to sponsors, advisory groups and at public gatherings, including the public events scheduled for the release of the State of the District Parks and Open Space report, the CapitalSpace plan, and appropriate visioning exercises. The consultant team must include at least one member that has expertise in public outreach, and that would work with NCPC and its partner agencies to identify the most effective approach to seeking information and informing the public. NCPC and the other partners will use their own staff for much of the ongoing public outreach.

Additional information on the tasks and deliverables required under this contact are included in Section B and C of the scope of work. A complete scope of work is available at www.ncpc.gov/what.html or by contacting Angela Roach, Contracting Officer, National Capital Planning Commission, 401 Ninth Street, NW, Suite 500 North, Washington, DC 20004. Telephone Number: 202-482-7235. Fax Number: 202-501-2550. E-mail address: angela.roach@ncpc.gov.

Location: The majority of work will be performed off-site. The contractor will be required to attend a minimum of six (6) on-site meetings with Commission staff and other interested parties.

Cost Range and Limitations: This requirement is estimated not to exceed \$300,000. Overhead expenses may not exceed 10% of project budget.

Type of Contract: Firm-fixed price. This procurement is made pursuant to Subpart 16.2 of the FAR that governs fixed-price contracts.

Estimated Start Date: The tentative contract award date is November 2005. Performance will commence upon the issuance of the Notice to Proceed.

Estimated Completion Date: July 2007.

Instructions for the Submission of Proposals: Each potential offeror must submit a proposal that addresses the costs and technical requirements as described in Section B and C of the scope of work. The proposal should include the following information and any other data your firm believes is pertinent to the project.

- a. Provide an estimate of hourly work by project task, including effort, hourly rate and responsibilities of individual members of the consultant team.
- b. Provide a description of your consultant team, including resumes of all professionals who will be actively working on this project. Resumes should list related project experiences and general project duties.
- c. Provide a description of the methods used and quality control/quality assurance procedures that will be observed.
- d. Provide a list of references for projects similar in scope, which your firm has conducted.

Offerors failing to submit any of the aforementioned data will not be given further consideration.

Evaluation Factors: Proposals will be evaluated in accordance with the following criteria, which are listed in order of importance. (1) Professional and technical qualifications necessary for satisfactory performance of required services. (2) Specialized

experience and technical competence in the type of work required, including planning skills necessary to aid NCPC in producing all products of the initiative. (3) Capacity to accomplish the work in the required time. (4) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Past performance will also be evaluated based on the extent to which the offeror attained applicable goals for small business participation under contracts that required subcontracting plans. (5) Knowledge of the geographical area and local working relationship between the federal government the District of Columbia; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project. (6) Participation of small business (e.g., Woman Owned Small Business, HubZone Small Business, Veteran Owned Small Business), small disadvantaged businesses, and historically black colleges and universities, or other minority institutions, in the proposed contract team, measured as percentage of the estimated effort. (7) Cost.

The proposed contract will be for a period of eighteen (84) weeks. All proposals must be received in this office no later than 5:30pm on November 3, 2005. Proposals may not exceed 100 pages. Eight (8) copies must be hand-delivered to the Contracting Officer at the address below. The following information **MUST** be on the cover page of the proposal: 1) Solicitation Number: NCPC 05-02; 2) Due Date: November 3, 2005; 3) Closing Time: 5:30 pm EST. Late responses will be handled in accordance with FAR 15-208. All proposals become the property of the National Capital Planning Commission and will not be returned.

All responsible sources may submit a proposal which shall be considered by the agency.